

**Golf Commission Meeting
January 27, 2014
Minutes**

Members Present: Ron Dray, Chairman; Owen Evans, Vice-Chairman; Teri Deal; Dick DeLibro; Joe DeLuca; Joyce Michaels; Jonathan Turk; Diane Wheeler

Also Attending: Bobby Brown, Director of Golf; Hidalgo Nagashima, Director of Golf Course Property; Jon Janik, Head Golf Professional; Chris Gallant, Assistant Superintendent; Darin Callahan, Town Attorney

Members Absent: Tony Guzzi

Ron Dray, Chairman, called the meeting to order at 7:00 PM.

Review and Approval of Prior Minutes:

Review and approval of the Minutes of December 16, 2013 . . . A Motion was made by Mr. DeLibro seconded by Mr. DeLuca to approve the minutes as is. Motion carried unanimously.

Audience Participation:

- None

Director of Golf Course Properties Report (Hidalgo Nagashima):

Labor:

- Director of Golf Course Properties (Nagashima)
- Assistant Superintendent (Gallant)
- Mechanic (Plaveck)
- Full-time Greensmen (Cook, Romano)

Maintenance Department:

- The maintenance crew continues to work on the Clubhouse Maintenance List as the weather is not conducive to outside work.
- Construction has begun on holes #3, 4 and 6 for the forward tee boxes and work will continue weather permitting. Scheduled next for construction are holes # 14, 15, and 17.
- Drainage will be installed on hole #2 when the ground thaws.
- The contractor is in the final stages of the bunker project. All of the bunkers have been shaped, drained and had sand installed. A few bunkers remain to be sodded to complete the project including the greenside bunkers on #10, left fairway bunker on #10, the bunkers on #18 and 9 and a small piece on #17. The contractor is responsible for the repair of damaged areas to the golf course. As of this date the Golf Course Architect reports that we are on budget.

- Pond maintenance has been contracted for the 2014 season.
- Long Hill has removed some larger trees between #11 and 17.
- Stump grinding will take place when the weather is appropriate.
- Mr. Nagashima reported that due to the early ground freezing in the fall, we were not able to perform our deep winter tine aeration. He asked for and received Commission consensus to perform the deep tine aeration in the spring when the regular aeration is performed.
- Mr. Nagashima and Mr. Gallant will be attending the National Golf Course Superintendent Conference on February 3 – 7 in Orlando, FL. Mr. Nagashima will be taking two seminars in addition to the trade show and workshops.

Green Committee (Owen Evans):

- Mr. Evans distributed an updated clubhouse maintenance list and commended the maintenance department for work performed to date.

Director of Golf Operations/Head Professional Report (Bobby Brown):

Golf Operations:

- Last day of play for the 2013 season was December 8. The pro shop closed on Sunday, December 15.
- 2014 Season Starters: Ambrosini, Duda, Ruocco, Hyhlan, Marr, Fuchs, Piro, Petre, Chiodo
- 2014 Season Player Assistants: Sparks, McGovern, Phillips, Boles, Trombetta, Holden, Wilk, Hendren, Lindquist
- Golf Attendant: Hicks, Polzello
- Security: Ebert, Mayren

Pro Shop:

- Mr. Brown, Mr. Janik, and Mr. Martin attended the PGA Show on January 20th – 25th. Mr. Brown and Mr. Janik attended the First Bi-annual Family & Junior Golf Summit. The theme of the industry continues to be about growing the game through juniors, women and Latino's making golf courses more fun and playable. National programs included Tee It Forward, Get Golf Ready, PGA Junior League, Golf in Schools, and US Kids Instructor Certification.
- Mr. Janik received his third US Kids Top 50 Instructor award.

House Committee (Dick DeLibro & Ron Dray):

- A “trouble” alarm was triggered overnight during the cold snap that came through at midnight on January 4, 2014. The call was not responded to by three employees until 10:30 AM the following morning when a second alarm was sounded and the fire department was called and responded. At that time it was determined that the oil in the line had become coagulated and both boilers shut off. The result was freezing in the fire sprinkler lines and plumbing lines going to the ladies room. The cost to fix the sprinkler damage was \$2,838.37 and the plumbing lines cannot be fixed until the ground thaws. As

a result a call list containing six employees was implemented. Each employee will be “on call” for a week each on a rotating basis.

- Mr. DeLibro distributed a list of maintenance work that must be performed around the clubhouse each spring and fall. He asked that Commissioners review the list and add to it if necessary.
- Mr. DeLibro informed the Commission that he became aware of a situation that occurred at the clubhouse where Mr. Faustini was advised by a contractor of how to go into the attic to physically shut off the hydro coil valves so that heat would be turned off into the restaurant. Mr. DeLibro asked the Commission to consider putting a lock on the attic door to prevent unauthorized personnel access to the attic.

Mr. DeLibro made a motion, seconded by Mr. DeLuca, to approve, pending approval of the fire marshal, the installation of a hasp and lock on the access door to the attic to prevent unauthorized personnel from gaining access. Motion carried unanimously.

Concessionaire (Mr. Faustini):

- None – did not attend.

Finance (Jonathan Turk):

Monthly revenue –December (From POS System)

Revenue:

Total Income (including carts)		
December 2012	December 2013	Change
\$19,631	\$12,295	-37.4%

Knolls (including carts)		
December 2012	December 2013	Change
\$13,540	\$6,699	-50.5%

Glen (including carts)		
December 2012	December 2013	Change
\$2,146	\$1,197	-44.2%

Round Analysis:

Knolls		
December 2012	December 2013	Change
506	220	-56.5%

Glen		
December 2012	December 2013	Change
120	62	-48.3%

Golf Cart Usage:

December 2012	December 2013	Change
351	170	-51.6%

Items of Note:

- The income and number of rounds was down in December because of unfavorable weather conditions. However, the overall year-to-date revenue numbers compared over the past seven years show that we are in good shape (see below).

Budget:

- The finance committee met with Tim Herbst on Monday, January 13 to go over the Golf Commission’s budget that was passed at our December meeting. Mr. Turk thanked Mr. Brown and Mr. Dray for attending the meeting as well. The budget meeting with the Town’s Finance Committee is scheduled for February 21.

Annual Income Analysis (Gross Revenue):

	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
July	\$332,425.74	\$339,228.50	\$344,149.00	\$311,308.50	\$349,041.25	\$337,608.53	\$323,962.25
August	\$303,320.50	\$345,791.28	\$325,218.50	\$324,575.00	\$280,997.00	\$318,196.98	\$322,751.87
September	\$259,745.00	\$242,016.00	\$277,855.00	\$271,419.00	\$233,621.50	\$277,118.97	\$276,713.49
October	\$134,895.50	\$156,633.00	\$147,526.08	\$174,005.00	\$159,111.10	\$150,943.67	\$176,255.00
November	\$59,936.93	\$59,287.00	\$80,697.05	\$74,961.24	\$80,000.00	\$41,051.00	\$52,895.70
December	\$7,307.00	\$8,235.00	\$13,416.00	\$12,343.00	\$41,579.25	\$19,631.00	\$12,295.50
January							
February							
March							
April							
May							
June							
TOTAL	\$1,097,630.67	\$1,151,190.78	\$1,188,861.63	\$1,168,611.74	\$1,144,350.10	\$1,144,550.15	\$1,164,873.81

Correspondence:

- None

Old Business:

- None

New Business:

- Mr. Dray asked the Commission to consider the rate to be offered to the Mary’s Fund Tournament for the 2014 season. The vote will take place next month.

Executive Session:

Mr. Evans made a motion at 7:30 PM, seconded by Mrs. Wheeler, to move into Executive Session to discuss a contractual matter. Also asked to attend – Darin Callahan. Motion carried unanimously.

A motion to exit Executive session was made by Mrs. Michaels at 8:37 PM and seconded by Mr. DeLuca. Motion carried unanimously.

- The Commission gave its consensus to move forward with obtaining a cost estimate to remove the trees along the first tee and installing a fence. This would be in preparation for plans to expand the first tee on the Knolls course.

Adjournment:

A motion was made by Mr. Evans at 8:43 PM; seconded by Mrs. Deal to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk